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MEMORANDUM

**To: Chairman and Members of the
West Orange Planning Board**

**From: Ryan MacNeill, PE
Planning Board Engineer**

Date: February 25, 2026

**Re: Application No. PB 26-02
Catalyst Development Group, LLC
Minor Subdivision with "C" Variances – Review #1
27 Fairway Drive
Block 86.01, Lot 6
Our File: 115.WRP0086.V01 (60001)**

**CC: Geniece Gary-Adams – Director of Planning & Development/Zoning Official
Zayibeth Carballo, PE, PLS, PP, CME, CFM, CFS – Municipal Engineer
Diana McGovern, Esq. – Planning Board Attorney
Malvika Apte, AICP, PP – Planning Board Planner
Catalyst Development Group, LLC – Applicant
Matthew P. Posada, Esq. – Applicant's Attorney
Richard A. Keller, PE, PP, CME – Applicant's Engineer
Michael T. Lanzafama, PE, PLS, PP – Applicant's Surveyor**

Our office has received for review the following documents which were submitted in support of the above referenced application for Minor Subdivision approval with "C" variances:

- A print of a Minor Subdivision Plat (1 sheet) prepared by Michael T. Lanzafama, PE, PLS, PP with Casey & Keller Incorporated of Millburn, New Jersey dated September 17, 2025.
- A print of a Title & Topographic Survey (1 sheet) prepared by Michael T. Lanzafama, PE, PLS, PP dated September 17, 2025.
- A completed Application Form.
- A completed Site Plan / Subdivision Checklist.
- An Affidavit of Ownership & Applicant Authorization dated February 12, 2026.
- A Proposal which describes the proposed development, describes the required variances and sets forth the reasons why relief should be granted.

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NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28359000 (CME)

NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28412500 (ARTHEON)

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- A copy of a Buffer Report which lists the owners of property within 200 Feet of Block 86.01, Lot 6 from the Office of the Tax Collector dated December 3, 2025.
- A copy of a Verification of Taxes & Sewer Charges Paid for Block 86.01, Lot 6 dated December 10, 2025.

We have reviewed the information submitted in support of this application and offer the following comments:

A. PROJECT DESCRIPTION

The property in question is a rectangular tract located along the northerly side of Fairway Drive approximately 230 ft east of the intersection with Clearview Terrace. It is located within the R-5 Zoning District and has an area of 23,982 sf or approximately 0.55 acres. The property is currently occupied by a 2-story single family dwelling, an inground pool, several paver patios, a paver parking area and a shed.

The Applicant is seeking Minor Subdivision approval with "C" variances to subdivide the property into three (3) new lots. New Lot 6.02 will have an area of 8,505 sf and will contain the existing dwelling, existing driveway with modifications and a new paver patio. New Lot 6.01 will have an area of 7,199 sf and will contain the existing inground pool and paver patios while new Lot 6.03 will have an area of 8,278 sf and will be vacant. It is important to note that single family dwellings are a permitted use within the R-5 Zoning District.

B. VARIANCES AND/OR WAIVERS FROM LOCAL ORDINANCES

1. The Applicant has requested a variance to permit a lot area of 7,199 sf for new Lot 6.01 whereas a minimum lot area of 10,000 sf is required.
2. The Applicant has requested a variance to permit a lot area of 8,505 sf for new Lot 6.02 whereas a minimum lot area of 10,000 sf is required.
3. The Applicant has requested a variance to permit a lot area of 8,278 sf for new Lot 6.03 whereas a minimum lot area of 10,000 sf is required.
4. The Applicant has requested a variance to permit a lot width of 62.60 ft for new Lot 6.01 whereas a minimum lot width of 75 ft is required.
5. The Applicant has requested a variance to permit a side yard setback of 8.34 ft on one side of the existing dwelling on new Lot 6.02 whereas a minimum side yard setback of 10 ft is required.
6. The Applicant has requested the following submission checklist waiver:
 - a) Item #10 – *Monumentation as specified by Map Filing Law.*
7. Based on our review, we find that the following items from the Site Plan/Subdivision Checklist must be addressed:
 - a) Item #20 – *Copy and/or delineation of existing or proposed deed restrictions or covenants.*



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- b) Item #23 – *List of required regulatory approvals or permits.*
- c) Item #35 – *Drainage Calculations.*
- d) Item #43 – *New lot and block numbers confirmed with local assessor or municipal designee.*
- e) Item #52 – *Plans and legal documents for compliance with West Orange COAH Ordinances.*

C. DESIGN COMMENTS AND PLAT DETAILS

1. The Applicant should address the Board regarding whether this subdivision will be perfected by filing of the plat or by deed. We have performed our review based on the assumption that this subdivision will be perfected by filing of the plat.
2. As stipulated in the Municipal Land Use Law, the approval of this minor subdivision will expire 190 days after the date that the resolution of municipal approval is adopted unless within such period a minor subdivision plat or deed has been filed with the county recording officer, the municipal engineer and the municipal tax assessor.
3. The Applicant should clarify why both the Minor Subdivision Plat and the Title & Topographic Survey have been stamped "Preliminary".
4. The proposed street address for each new lot must be shown on the Minor Subdivision Plat. Further, the proposed block and lot numbers and street addresses for each new lot must be approved in writing by the Tax Assessor.
5. If the Applicant intends to perfect the minor subdivision approval by filing of the plat, then the following Map Filing Law requirements must be addressed:
 - a) A minimum of three corners distributed around the tract shall indicate coordinate values. The coordinate base, either assumed or based on the New Jersey Plane Coordinate System, shall be shown on the plat.
 - b) The plat shall include a surveyor's certificate which conforms to NJSA 46:26B-2.b.(12).
 - c) The plat shall include a municipal engineer's certificate which conforms to NJSA 46:26B-2.b.(14).
 - d) NJSA 46:26B-3b(10) stipulates that *"On minor subdivisions, a monument shall be set at each intersection of an outside boundary of the newly created lot or lots with the right of way line of any side of an existing street"*. We note that the Applicant has requested a waiver from the requirement to provide the required monumentation. Our office recommends that the monumentation be provided, as required under NJSA 46:26B-3b(10).
 - e) If the monuments are to be set at a later date, then the plat must include a municipal clerk's certificate which conforms to NJSA 46:26B-2.b.(13).



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- f) The plat shall include a certificate by the planning board secretary which conforms to NJSA 46:26B-5.
- 6. The plat must include a record holder of title signature block showing that the property owners have consented to the filing of the subdivision plat. In addition, a line for the signature of a Notary Public must be provided below the line for the property owner's signature.
- 7. The Applicant should address the Board regarding their plans to remove the existing improvements on new Lots 6.01 and 6.03 prior to filing of the subdivision plat. We note that if the pool and shed are not removed, then Lots 6.01 and 6.03 will be occupied by accessory uses which are not associated with a principal use.
- 8. A note should be added to the plan which states that any settled or damaged sidewalk along the site frontage of each lot shall be replaced as directed by the municipal engineer.
- 9. A note should be added to the plan stating that runoff from the future dwellings on Lots 6.01 and 6.03 will not be directed onto any neighboring properties as stipulated in Section 25-8.16 of the Land Use Regulations.

The Applicant is hereby advised that any revised plans or other documents submitted to the Board should be accompanied by a cover letter which addresses each of the comments in this review letter and also details any other changes that have been made to the plans as these may not be readily apparent.